



Albuquerque Fire Marshal's Office Tent/Canopy Application

724 Silver SW
Albuquerque NM, 87102
Phone (505) 764-6300
Fax (505) 764-6323

☐ **Approved** ☐ **Disapproved**

Man # _____ Date _____ Case# _____

Officers Signature _____

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Event Information		
Event Name		
Street Number	Street Name	Quad.
City	State	Zip Code
Event Contact		
Event Contact Phone		
Event Contact Fax		
Event Start Date		
Event Start Time		
Event End Date		
Event End Time		

Billing Information		
Billing Company		
Street Number	Street Name	Quad.
City	State	Zip Code
Billing Contact		
Billing Contact Phone		
Billing Contact Fax		
Inspection Date		
Inspection Time		
Total Square Footage		
Tent/Canopy Supplier		

Tent and Canopy Guidelines

LOCATION Tents or canopies shall not be located within 20 feet of lot lines, vehicles, or generators. All dimensions shall be indicated on the site plan. Tents or canopies shall not be located within 10 feet of propane tanks less than 500 gallons.

COOKING All cooking and warming devices shall be indicated on the floor plan. Cooking appliance approvals shall be granted on a case by case basis.

VEGETATION AND WASTE Combustible vegetation and waste shall be cleared 30 feet back from tents or canopies. A description of the floor surface surrounding the tent or canopy and the floor within the tent or canopy shall be indicated on the floor plan.

COMBUSTIBLE MATERIAL Hay, straw, shavings or similar combustible materials shall not be located within any tent or canopy with an occupant load greater than 49 and or a square footage exceeding 750 square feet. A description of the floor surface inside the tent or canopy is required.

CLEARANCES There shall be a minimum clearance of 3 feet between tent walls and tent contents. All dimensions shall be indicated on the floor plan.

SMOKING Approved "No Smoking" signs shall be posted. Sign locations shall be indicated on the floor plan. Smoking shall be prohibited.

GENERATORS All generators shall be isolated from contact with the public by fencing or by other approved means. One 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan.

FIRE EXTINGUISHERS A Fire Extinguisher shall be provided for every 1500 square feet of tent or canopy space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Extinguishers shall be indicated on the floor plan.

REQUIRED EXITS Equal or greater than: [150sqft 2 exits are required] [3,000sqft 3 exits are required] [7,500sqft 4 exits are required] [15,000sqft 5 exits are required] [30,000sqft 6 exits are required]. Exits must be spaced appropriately.

EXITS Exit openings shall be contrasting in color and be free sliding. Tent side walls or open wall canopies shall be indicated on the plans.

EXIT SIGN ILLUMINATION AND EMERGENCY LIGHTING Exit sign illumination and emergency lighting are required when the occupant load exceeds *49*.

EXTENSION CORDS Only approved UL, FM, or NRTL, three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited.

TENT MATERIAL All tent material shall meet "State of California Fire Marshal's Office" standards as per IFC Section 2404.2 and or NFPA 701.

ACCESS All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum of 20 feet.

CHAIRS Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor.

DISAPPROVALS All disapproved applications require corrections be made on a new application form prior to re-submitting. Paper work which has already been disapproved will not be accepted.

PERMITS All tents require permits. All canopies which exceed 400 square feet shall not be erected without obtaining a permit from our office.

TENT FEES Tents are defined as having more than 25% side walls: [0-400sqft \$50] [401-1500sqft \$100] [1501-3000sqft \$150] [3001-6000sqft \$200] [6001-9000sqft \$250] [+9001sqft \$300]

CANOPY FEES Canopies are defined as having 25% or less side walls: [401-1500sqft \$50] [1501-3000sqft \$100] [3001-600sqft \$150] [+6001sqft \$200]

ADDITIONAL FEES Additional fees may apply to all after hour inspections.

INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, and merchandise shall be set in place prior to inspection.

Disclaimer

The undersigned hereby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved plot plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved plot plan and floor plan. All disapprovals will be indicated on the tops of each page and all violations will be indicated with a check mark on this disclaimer. All information must be submitted to process this application. Revised 04/08/10.

APPLICANTS NAME: _____

(PLEASE PRINT)

PHONE NUMBER: _____

APPLICANTS SIGNATURE: _____

DATE: _____



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Tent/Canopy Check List

Site Plan:

- ☐ Are the tents/canopies **20ft. away from streets and vehicles?**
- ☐ Did I indicate the separation by drawing **↔20ft.↔** between the tent/canopy and the road/vehicle?
- ☐ Did I indicate on the plan that the **Propane** is **↔10ft.↔** away from the tent/canopy?
- ☐ Are the **generators marked ↔20ft.↔ away** from the tents/canopies?
- ☐ Are the **Fun Jumps** marked on the plan?
- ☐ Are the **cooking grills shown ↔20ft↔ away** from the tents/canopies?
- ☐ Have I indicated **where and what my power source is** for the tents/canopies?
- ☐ Are the **Dimensions** indicated next to each tent/canopy?

Floor Plan:

- ☐ Is there a **Key or Legend** on the floor plan?
- ☐ Are there **specific symbols** for all of the items required on the plan, such as fire extinguishers, different types of fire extinguishers, no smoking signs, propane, exit signs, generators, and fun jumps?
- ☐ Are the **Fire Extinguishers** marked on the plan?
- ☐ Do I have a **Class K** fire extinguisher marked within 30ft. of my deep-fat fryer?
- ☐ Do I have a **3A40BC Fire Extinguisher** marked next to my generator?
- ☐ Are the **No Smoking Signs** marked on the plan?
- ☐ Do I have the **Exit Signs** marked on the plan? **No exit signs needed for Canopies**
- ☐ Do the tents have a minimum of **2 Exits or more** according to the square footage?
- ☐ Are all of the **tables and chairs shown** on the floor plan?
- ☐ Is all of the cooking equipment shown on the plan?



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




Man # _____ Date _____ Case# _____

Officers Signature _____

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Large empty area for drawing the Tent/Canopy Site Plan.

LEGEND:

- | | |
|--|---|
|  ILLUMINATED EXIT SIGN |  FIRE EXTINGUISHER |
|  EMERGENCY LIGHTING |  NO SMOKING SIGNS |
|  COMBINATION UNIT |  NO SIDE WALL |
|  EXIT OPENING |  TENT SIDE WALL |
|  FIRE HYDRANT |  GENERATOR / MOTOR |
|  FIRE DEPT CONNECTION |  LIQUEFIED PETROLEUM GAS |

OFFICER COMMENTS:

Revised 04/08/10



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OFFICER COMMENTS:

Revised 04/08/10



Albuquerque Fire Marshal's Office Tent/Canopy Site Plan

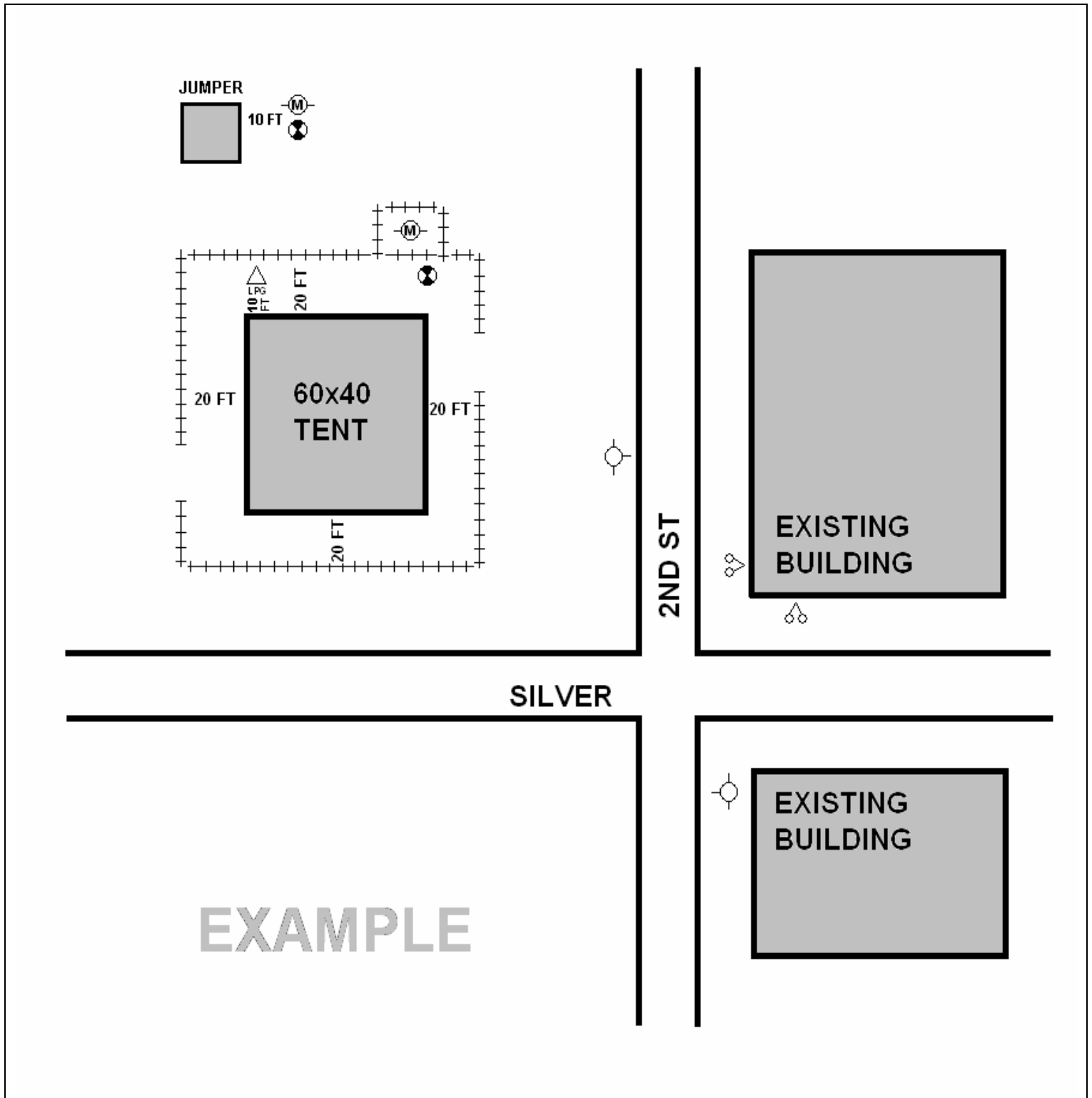
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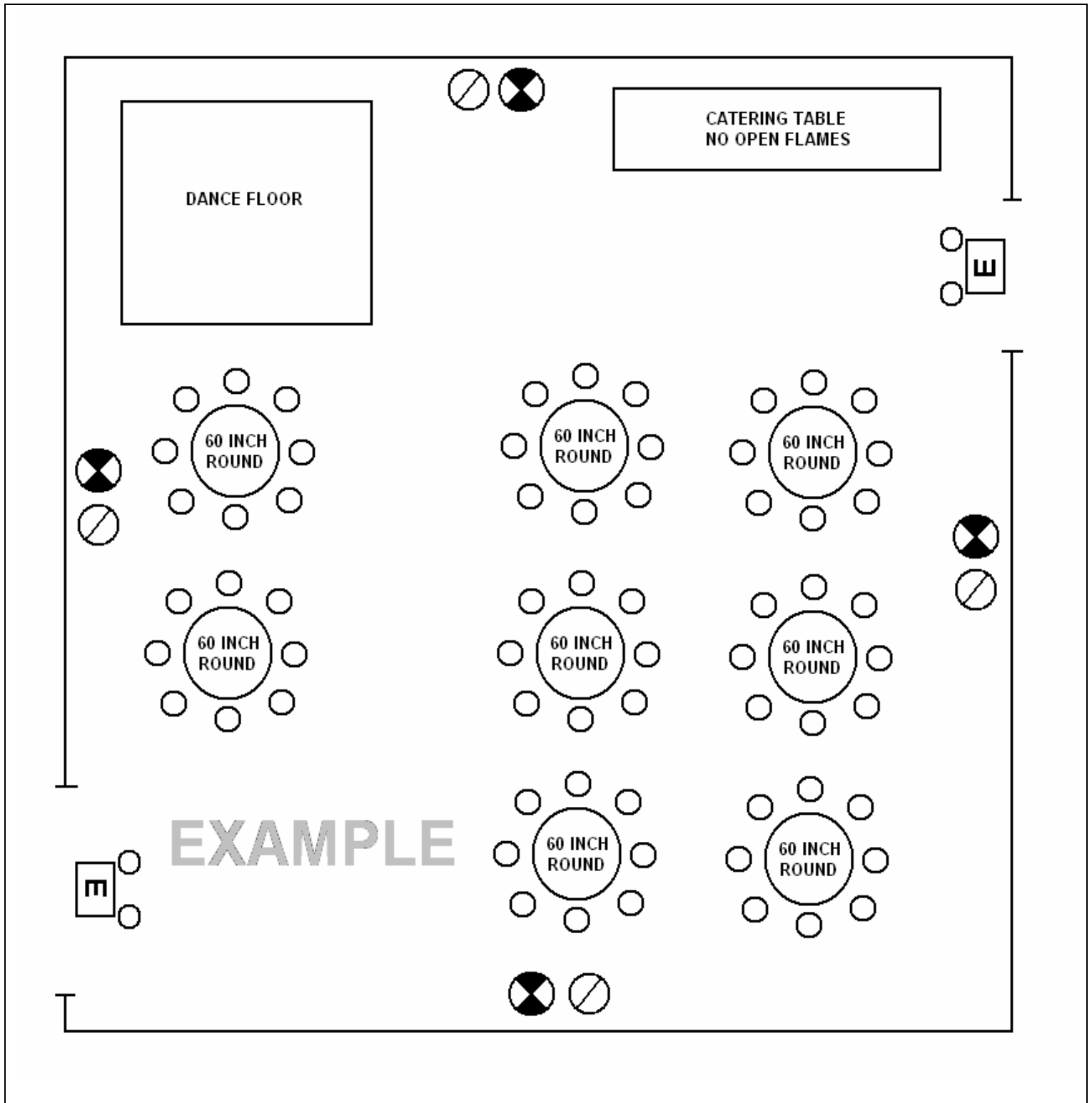


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